

## **Board of Legal Document Preparers**

Arizona State Courts Building  
1501 West Washington Street  
Phoenix, Arizona 85007

November 24, 2014  
Time: 10:00 a.m.  
Hearing Room 109

### **Approved Regular Meeting Minutes**

#### **MEMBER ATTENDANCE:**

**Present:**

Mary Carlton  
Paul Friedman

**Telephonically Present:**

Jerry Thomas  
Bonnie Matheson  
Mary Jo Randall  
Deborah Colon-Mateo

**Absent:**

Cheri Clark  
Becky Nilsen  
Pamela Milburn

#### **OTHER ATTENDEES**

**AOC Staff:**

Mark Wilson  
Anne Hunter  
Debbie MacDougall  
Kimberly Siddall  
Bill MacIntyre  
Wendy Reiter  
Hal White  
Michelle Jackson

**Guests:**

Melissa Moy  
Donna Trevino  
Anna Anderson  
Rae MacLean

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#### **CALL TO ORDER**

*Called to Order By:*

Mary Carlton, Chair

*Time:* 10:00 a.m.

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**1) REVIEW AND APPROVAL OF MEETING MINUTES**

**Individuals Addressing the Board:**

Mary Carlton, Chair

**1-A:** *Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of September 22, 2014.*

**Motion:** Move to approve the minutes from September 24, 2014.

**Motion Proposals:** First Paul Friedman  
Second Deborah Colon-Mateo

**Motion Results:** Pass

**Abstain:** Bonnie Matheson

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**2) REVIEW OF PENDING COMPLAINTS**

**Individuals Addressing the Board:**

Debbie MacDougall

**2-A:** *Review, discussion and possible action regarding the Division Director dismissal of complaint numbers 14-L023/14-L024.*

**Discussion:** Complaint Number 14-L023/14-L024.

**Motion:** Move to affirm the Division Director dismissal.

**Motion Proposals:** First Paul Friedman  
Second Deborah Colon-Mateo

**Motion Results:** Pass

**Individuals Addressing the Board:**

Bill MacIntyre

**2-B:** *Review, discussion and possible action regarding complaint number 13-L039, involving certificate holder Silviano Tanori.*

**Discussion:** Complaint number 13-L039 - Silviano Tanori.

**Motion:** Move to accept the finding of the Probable Cause Evaluator and dismiss complaint number 13-L039.

**Motion Proposals:** First Paul Friedman  
Second Deborah Colon-Mateo

**Motion Results:** Pass

**Individuals Addressing the Board:**

Bill MacIntyre

**2-C:** *Review, discussion and possible action regarding renewal of individual legal document preparer certification for Calah Thomas; and complaint number 14-L002 involving certificate holder, Calah Thomas.*

**Discussion:** Complaint Number 14-L002 involving certificate holder, Calah Thomas.

**Motion:** It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Calah Thomas has committed the alleged act(s) of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint number 14-L002 and enter a finding grounds for informal disciplinary action exists pursuant to Arizona Code of Judicial Administration ("ACJA") § 7-201(H)(6)(a), (k)(3), (k)(7) for act(s) of misconduct involving violation of Rule 5 Ariz. R. Civ. Proc. and violation of ACJA § 7-208(J)(5)(a).

It is recommended the Board issue a Letter of Concern.

It is further recommended the Board grant renewal of certification for her individual certification.

**Motion Proposals:** First Paul Friedman  
Second Deborah Colon-Mateo

**Motion Results:** Pass

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### 3) INITIAL CERTIFICATION AND ELIGIBILITY

**Individuals Addressing the Board:**

Wendy Reiter

**3-A:** *Review, discussion and possible action regarding the following applications for initial individual and/or business entity legal document preparer certification:*

1. Dynasty Legal Documents, LLC (Melissa Moy)
2. Grace Elmer
3. Michael Aurit
4. Tammy L. Osborne

5. Norman Weld
6. Jarred Greene
7. Julia Navarro
8. Charlotte Gerdes
9. Marretta Mathes
10. K. A. Lindow, CPA, P.C. (Kenneth Lindow)
11. Amerimex Taxes and Immigration Services, LLC  
(Julia Navarro)
12. Rosemary Razo
13. Meagan McCraw
14. AZ Document Preparation Services, LLC  
(Elizabeth Clements)
15. Diana Portanova
16. Carmelita White
17. Daniel Pero
18. Peggy Collins
19. Amy West
20. Write Now Document Prep and Legal Services,  
LLC, (Sarah Carino)
21. Judith Sides
22. Diana Guzman De Pizzaty
23. Jessica Lenocho
24. Erika Hanson
25. Ortiz and Associates, LLC (Maria Ortiz)

***Discussion:*** Applicants 1-11

***Motion:*** Move to grant initial certification.

***Motion Proposals:*** First Paul Friedman  
Second Deborah Colon-Mateo

***Motion Results:*** Pass

***Discussion:*** Applicant # 12 Rosemary Razo

***Motion:*** Move to grant initial certification and issue letter with cautionary language.

***Motion Proposals:*** First Paul Friedman  
Second Deborah Colon-Mateo

***Motion Results:*** Pass

***Discussion:*** Applicant # 13 Megan McCraw

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Paul Friedman  
Second Deborah Colon-Mateo

**Motion Results:** Pass

**Discussion:** Applicant #14 AZ Document Preparation Services, LLC

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Paul Friedman  
Second Deborah Colon-Mateo

**Motion Results:** Pass

**Discussion:** Applicant #15 Diana Portanova

**Motion:** Move to grant initial certification and issue letter with cautionary language.

**Motion Proposals:** First Paul Friedman  
Second Deborah Colon-Mateo

**Motion Results:** Pass

**Discussion:** Applicant #16 Carmelita White

**Motion:** Move to deny initial certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicant #17 Daniel Pero

**Motion:** Move to deny initial certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Abstain:** Jerry Thomas

**Discussion:** Applicant #18 Peggy Collins

**Motion:** Move to grant initial certification and issue letter with cautionary language.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicant #19 Amy West

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicant #20 Write Now Document Prep and Legal Services, LLC

**Motion:** Move to grant initial certification and issue letter with cautionary language.

**Motion Proposals:** First Paul Friedman  
Second Deborah Colon-Mateo

**Motion Results:** Pass

**Discussion:** Applicant #21 Judith Sides

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicant #22 Diana Guzman De Pizzaty

**Motion:** Move to grant initial certification and issue letter with cautionary language.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicant #23 Jessica Lenocho

**Motion:** Move to grant initial certification and issue letter with cautionary language.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicant #24 Erika Hanson

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicant #25 Ortiz and Associates, LLC (Maria Ortiz)

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Paul Friedman  
Second Deborah Colon-Mateo

**Motion Results:** Pass

**Individuals Addressing the Board:** Kimberly Siddall

**3-B:** *Review, discussion and possible action regarding the following Business Entity Exemption Requests for the 2013-2015 certification period:*

1. Dynasty Legal Documents, LLC (Melissa Moy)
2. AZ Document Preparation Services, LLC (Elizabeth Clements)
3. K.A. Lindow, CPA, P.C. (Kenneth A. Lindow)
4. Write Now Document Prep and Legal Services, LLC (Sarah Carino)
5. Ortiz and Associates, LLC ( Maria Ortiz)

**Discussion:** Dynasty Legal Documents, LLC (Melissa Moy)

**Motion:** Move to grant business entity exemption for the 2013-2015 certification period.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** AZ Document Preparation Services, LLC (Elizabeth Clements)

**Motion:** Move to grant business entity exemption for the 2013-2015 certification period.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** K.A. Lindow, CPA, P.C. (Kenneth A. Lindow)

**Motion:** Move to grant business entity exemption for the 2013-2015 certification period.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Write Now Document Prep and Legal Services, LLC (Sarah Carino)

**Motion:** Move to grant business entity exemption for the 2013-2015 certification period.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Ortiz and Associates, LLC ( Maria Ortiz)

**Motion:** Move to grant business entity exemption for the 2013-2015 certification period.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**3-C:** *Interview, discussion and possible action regarding the individual application for Donna Trevino.*

**Discussion:** Donna Trevino is present and interviewed by the Board.

**Motion:** Move to grant initial certification and issue letter with cautionary language.



**Motion Proposals:** First Paul Friedman  
Second Deborah Colon-Mateo  
**Motion Results:** Pass

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4) **RENEWAL CERTIFICATION APPLICATIONS**

**Individuals Addressing the Board:** Kimberly Siddall

**4-A:** *Interview, review and possible action regarding the following pending applications for renewal of certification and continuing education compliance:*

1. Janet Summers
2. Richard Rochford

**Discussion:** Janet Summers

**Motion:** Move to defer until the January 2015 meeting.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Richard Rochford

**Motion:** Move to grant renewal of certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**4-B:** *Interview, review, discussion, and possible action regarding the pending renewal application for Rae MacLean and Arizona Document Services, LLC.*

**Discussion:** Rae MacLean and Arizona Document Services, LLC

**Motion:** Move to enter into a consent agreement regarding her certification, issue letter with cautionary language, assess a \$50.00 late fee and conduct an annual CEU audit for the next two years.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
**Motion Results:** Pass

**4-C:** *Review, discussion, and possible action regarding the following pending applications for renewal of certification:*

1. Tannya Gaxiola and Sin Abogados, Inc.

**Discussion:** Tannya Gaxiola and Sin Abogados, Inc.

**Motion:** Move to grant renewal of certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
**Motion Results:** Pass

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## 5) CERTIFICATION AND ELIGIBILITY

**Individuals Addressing the Board:** Kimberly Siddall

**5-A:** *Review, discussion, and possible action regarding the voluntary surrender of certification received from Estella A. Rea.*

**Discussion:** Estella A. Rea

**Motion:** Move to allow the voluntary surrender of certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
**Motion Results:** Pass

**5-B:** *Review, discussion, and possible action regarding Findings of Fact, Conclusions of Law, and Recommendation in pending renewal certification application for Anna Anderson.*

**Discussion:** Anna Anderson is present and interviewed by the Board.

**Motion:** The Board is unable to reach a decision regarding renewal of certification and move to continue until the January 2015 meeting. Ms. Anderson is advised by the Board to attend the next meeting.

**Motion Proposals:** First Paul Friedman  
Second Deborah Colon-Mateo

**Motion Results:** Pass

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**6) ADMINISTRATIVE ISSUES**

**Individuals Addressing the Board:** Debbie MacDougall

**6-A:** *Update regarding complaints processed by diversion pursuant to Administrative Order 2012-83.*

**Discussion:** There are no diversion cases to report to the Board at this time.

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**CALL TO THE PUBLIC**

Mary Carlton, Chair

Anna Anderson

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**ADJOURNMENT**

Mary Carlton, Chair

**Motion:** Move to adjourn.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Time:** 10:58 a.m.